

Academy Parent Handbook: Dance | 2023-2024



Welcome to the NAU Community Music and Dance Academy!

This guide is here to help all Academy Dance Students understand the general functions and procedures of the NAU Community Music and Dance Academy.

The Academy Parent Handbook is divided into four parts:

1. Registration/ Enrollment
2. Dance Information
3. Parking
4. Policies

(Please read, as we've made updates!)

The information found in this Handbook is subject to change, and the Academy will send out emails regularly with updated information and reminders. If you have any questions or concerns about the information found here, we ask that you please reach out to the Academy offices via email or phone.

Please find our contact information below:

NAU Community Music and Dance Academy
NAU Ponderosa Building #92
590 W Riordan Rd
Flagstaff, AZ 86001

928-523-1889 | Academy@nau.edu | nau.edu/academy

Open Office Hours: 9:00am - 3:30pm

Please make an appointment to stop by!

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Registration/ Enrollment at the Academy

Registration through Active Network

Registration for the Academy is handled online through our Active Network Portal. Once you register, you will have an account with Active Network that you can access at any time to check your classes, your balance, and your supplemental forms, among other things.

For more information on the registration process, please reach out to the Academy offices at Academy@nau.edu to receive a copy of the Parent Guide for Active Network Registration.

Active Memberships and Insurance

Please Note: You do NOT need to purchase Active Network Membership or the Class Cancellation Insurance. These are not a part of the Academy's registration. If you accidentally purchase either of these, please contact activenetsupport@activenetwork.com to request a refund.

Payments through Active Network

All payments should be made online through your Active Network portal. Upon registering, you will be asked to enroll into a payment plan. These payment plans will set up reminders for you, and you may either enroll into automatic withdrawals or manual payments. More information about payments can be found in our Policies section.

Enrollment Deadlines

Enrollment for Dance Academy packages need to be completed by the following deadlines:

Full Year Registrations: Close on Sept. 08, 2023

Semester Registrations: Close on Sept. 08, 2023 for Fall | Close on Jan. 26, 2024 for Spring

Please see the Dance Information to see different classes and registration types.

Withdrawal Deadlines

Withdrawals from Dance Academy packages need to be completed by the following deadlines to qualify for a refund:

Withdrawals: Fall Deadline on Oct. 27, 2023* | Spring Deadline on Mar. 22, 2024

**Full-Year Students who withdraw in the Fall after October 27 will only receive a refund for the Spring Semester.*

Please see the Academy Policies for more information.

Dance Information

The Academy offers Ballet classes for students ages 3 - 18, and Modern Dance & Choreography classes for students ages 11 - 18. Ballet is supplemented by PBT Ballet Conditioning classes for ages 12 - 18. We also offer Ballet and Modern classes for Adult (18+) students.

Enrollment into the Academy Dance Ballet program is based on age for students in Pre-K through 6th Grade, and based on RAD Exam scores for students in 7th Grade and above. Students in RAD Ballet classes (Primary through Advanced 2) will be enrolled for Full Year registrations. Non-RAD classes are enrolled on a semester basis.

The 2023-2024 Academy Dance Academic year is broken down into two semesters:

Fall 2023 Semester: Monday, August 28th - Friday, December 15th

Spring 2024 Semester: Tuesday, January 16th - Friday, May 17th

Class Assignments

Please see below for more information on age group and class assignments. RAD stands for Royal Academy of Dance, which is an internationally renowned school of ballet based out of the United Kingdom on which we structure our Ballet Program. For more information on RAD and their history, please see page 6.

Class Name	School Grade	RAD Ballet Level	General Age
Tiny Tots	Pre-K	N/A	3
Beginning Ballet	Pre-K	N/A	4
Adult Ballet (all)	N/A (18+)	N/A	18 and up
<i>Graded Syllabus Classes</i>			
Pre-Primary	Kindergarten	Pre-Primary	5
Primary	1st Grade	Primary	6
Grade 1	2nd Grade	RAD Grade 1	7
Grade 2	3rd Grade	RAD Grade 2	8
Grade 3	4th Grade	RAD Grade 3	9
Grade 4	5th Grade	RAD Grade 4	10
Grade 5/ Pre Pointe	6th Grade and up	RAD Grade 5	11 and up
<i>Vocational Graded Syllabus Classes (enrollment based on Exams)</i>			
Intermediate Foundation	RAD Exam Dependent	Intermediate Foundation	11 and up
Intermediate		Intermediate	12 and up
Advanced Foundation		Advanced Foundation	13 and up
Advanced 1		Advanced 1	14 and up
Advanced 2		Advanced 2	15 and up

2023-2024 Class List

Below is a complete list of Dance classes that are being offered through the Academy this year:

Class Name	Days	Time	Age
Tiny Tots A	Tu	2:00-2:30pm	3
Tiny Tots B	Th	2:00-2:30pm	3
Beginning Ballet A	Tu	2:45-3:30pm	4
Beginning Ballet B	Th	2:45-3:30pm	4
Pre-Primary A	Tu	4:00-4:45pm	5
Pre-Primary B	Wed	3:15-4:00pm	5
Primary A	Mon	4:00-5:00pm	6
Primary B	Fri	4:00-5:00pm	6
Grade 1A	Mon/Wed	4:00-5:00pm (both)	7
Grade 1B	Tu/Th	4:00-5:00pm (both)	7
Grade 2	Mon/Wed	5:00-6:00pm/4:00-5:00pm	8
Grade 3	Tu/Wed	5:00-6:00pm/4:00-5:00pm	9
Grade 4	Wed/Fri	5:00-6:00pm (both)	10
Grade 5/ Pre Pointe	Mon/Wed/Fri	5:00-6:00pm (all)	11 and up
Intermediate Foundation	Tu/Th/Fri	6:00-7:00/5:00-6:30/6:00-7:00pm	11 and up
Intermediate	Mon/Th/Fri	6:00-7:00/5:00-6:30/6:00-7:00pm	12 and up
Advanced Foundation	Mon/Tu/Wed	6:00-7:00/5:00-7:00/6:00-7:00pm	13 and up
Advanced 1	Mon/Tu/Wed	7:00-9:00/7:00-8:30/7:00-8:30pm	14 and up
Advanced 2	Mon/Wed/Th	7:00-9:00/7:00-8:30/6:30-8:00pm	15 and up
Modern Dance & Choreography	Sat	12:00-1:00pm	11 and up
Advanced Ballet Plus	Fri	4:00-5:00pm	13 and up
Intermediate Ballet Plus	Wed	6:00-7:00pm	11 & 12
PBT Ballet Conditioning A	Tu	7:00-8:00pm	11 - 13
PBT Ballet Conditioning B	Wed	7:00-8:00pm	11 - 13
Adult Ballet	Tu/Th	11:00am-12:00pm	18 and up
Adult Modern Dance & Choreography	Sat	11:00am-12:00pm	18 and up

Weekly Dance Schedule

NAU Community Music and Dance Academy

2023-2024 Dance Schedule | Fall Semester Starts August 28, 2023 | Spring Semester Starts January 16, 2024

Time	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
	Studio A	Studio B	Studio A	Studio B	Studio A	Studio B	Studio A	Studio B	Studio A	Studio B	Studio A	Studio B
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*PBT/Ballet Conditioning = Int. Foundations, Intermediate, or Adv. Foundations
 *Intermediate Ballet Plus = Int. Foundations & Intermediate
 *Advanced Ballet Plus = Adv. Foundations, Adv. 1, or Adv. 2

Mr. Needhammer
Miss Heather
Miss Ely
Miss Whitehurst

Important Dates and Deadlines!	
Fall First Day:	Monday, August 28th
Fall Registration Deadline:	Friday, September 8th
Fall Withdrawal Deadline:	Friday, October 27th
Nutcracker Ballet Performance:	Friday, December 1st & Saturday, December 2nd
Fall Last Day:	Friday, December 16th
Spring First Day:	Tuesday, January 16th
Spring Registration Deadline:	Friday, February 2nd
Spring Withdrawal Deadline:	Friday, March 22nd
Spring Last Day:	Friday, May 17th
Spring Performance:	Saturday, May 18th

Dance Performances

The Nutcracker Ballet

Students enrolled in Pre-Primary through Advanced 2 will be able to participate in our annual **Nutcracker Ballet Performance**, in conjunction with the Flagstaff Symphony Orchestra in NAU's Ardrey Auditorium!

There will be three performances of the Nutcracker Ballet;
Friday Evening, Dec. 1 2023 at 7:00pm (Full Performance)
Saturday Lollipop Matinee, Dec. 2 2023 at 1:00pm (*ACT II Performance ONLY*)
Saturday Evening, Dec. 2 2023 at 7:00pm (Full Performance)

Students enrolled in Intermediate Foundations and above should expect to be in all three Nutcracker Performances, while students in Pre-Primary through Grade 5 should expect to be in one or two of the three performances (but not all three).

Nutcracker Performance Week is the entire week leading up to the Nutcracker Performance, and will have its own schedule due to in-studio and on-stage rehearsals. We will send out the Nutcracker Performance Week Schedule by mid-October, so please keep an eye out. **Tiny Tots, Beginning Ballet and Adult students may have an altered schedule during this week.**

RAD Grade 1 Students should note that the roles of Clara in the Nutcracker, a RAD Grade 2 role, are based on the Grade 1 RAD Exam results. Grade 1 students who are interested in the role of Clara next year **must** take the Grade 1 RAD Exam in the Spring of this academic year. Please see page 6 for more information on **RAD Exams**.

The Spring Performance

All students except Tiny Tots are invited to participate in our annual Spring Performance in NAU's Ardrey Auditorium! The Performances will take place on Saturday, May 18th.

There will be two Spring Performances;
Saturday Matinee, May 18 2024 at 1:00pm (Full Performance)
Saturday Evening, May 18 2024 at 7:00pm (Full Performance)

Beginning Ballet and Pre-Primary students should expect to be in one performance, but not both. Primary through Adult students should expect to be in both performances.

Performance Fees

The Academy tries to set up video recording of both the Nutcracker Ballet and the Spring Performance each year so that parents can have a copy. In addition, the Academy provides all costumes for both performances. As such, the Academy will have nominal performance fees to cover the cost of videography and costume fees for the Nutcracker, and to cover auditorial, videography, and costume fees for the Spring Performance.

Additional Events

The Academy takes pride in our connections and artistic collaborations with the Flagstaff and NAU communities. As such, we occasionally pair with local groups for performances that are outside of our main performances of The Nutcracker and Spring Performance. Mr. Needhammer will reach out to students if one of these events is scheduled during the year.

RAD Examinations

Students who enroll in the Ballet Program will follow the teachings of the Royal Academy of Dance (RAD). RAD is an internationally renowned school of ballet which originated in Great Britain in the 1920s. To read more about RAD, please visit their website here: [us.royalacademyofdance.org/](https://www.us.royalacademyofdance.org/)

In accordance with the standards of RAD, the Academy hosts annual **RAD Exams** in the Spring for all students in grades Primary and above (including Adults). RAD Exams are an important part of a student's progression through the Academy Program. Starting in RAD Grade 5, students will need to pass certain RAD Exams in order to move to the next level of dance:

Required RAD Exams include:

- | | |
|---------------------|---|
| Grade 5/ Pre-Pointe | - required (with Merit) to go on Pointe in Intermediate Foundations |
| Intermediate | - required to move into Advanced Foundations |
| Advanced 1 | - required to move into Advanced 2 |

Special RAD Exams:

- | | |
|---------|---|
| Grade 1 | - used to determine role of Clara in The Nutcracker Performance |
|---------|---|

All other RAD Exams are considered practice, though all Exams above Grade 5 are encouraged for tracking the progress of students as they move forward in ballet.

Students who are interested in pursuing ballet are highly encouraged to take the Advanced 2 Exam. The higher Vocational Graded Exams (Intermediate Foundations and above) are accepted as a measure of achievement by many vocational schools attended by students aiming to enter the dance profession. They are also highly valued by universities and other Higher Education institutions in the performing arts.

The RAD Exams typically take place in March, though the exact week will not be known until several weeks into the Spring Semester. **We ask that students who choose to take the RAD Exams not plan vacations in March** (except Spring Break - we always request the Exams NOT take place that week, and RAD honors that request).

Students may register for the Exam at any point between now and the end of the Fall Semester.

Exam enrollment will close on Friday, December 15th at 5:00pm

Ballet Dress Standards

Feminine

Tiny Tots	Choice of leotard; tights & shoes optional; no tutus (soft skirts ok)
Beginning Ballet/ Pre-Primary	Choice of leotard; tights or socks & shoes required; no tutus (soft skirts ok)
Primary	Any light pink leotard; pink socks or tights; pink ballet shoes
Grades 1 - 5	Regulation RAD navy, marine blue (light blue if older), or lavender leotard; pink tights; pink ballet shoes; character shoes (except Grade 4). Regulation Style Leotards - we use the "Freed Aimee" style of leotards
Int. Foundation - Advanced 2	Choice of color & style for classes; sleeveless black, navy, royal blue, or purple leotard for Exams; pink tights; pink ballet shoes; pointe shoes. Please Note: <i>Intermediate Foundation students need to make an appointment with Barry's Dancewear for pointe shoe fittings</i>
Adult Ballet	Choice of comfortable clothing; leotard and tights optional if comfortable

Masculine

Tiny Tots/ Beginning Ballet	White shirt; dark shorts; white socks optional; white or black ballet shoes optional
Pre-Primary	White shirt; dark shorts; white socks; white or black ballet shoes
Primary	White T-Shirt; tight-fitting black shorts; white ankle socks; white or black ballet slippers Primary RAD Style Apparel
Grades 1 - 3	White T-Shirt; tight-fitting black shorts; white ankle socks; white or black ballet slippers; black character shoes Grades 1-3 RAD Style Apparel
Grade 4 +	Sleeveless or short-sleeved white leotard; boys footed or stirrup tights in navy (Grades 4 - Adv. Foundation) or black (Intermediate - Advanced 2); white ankle socks; white ballet shoes; character shoes (except Grade 4) Grades 4+ RAD Style Apparel
Adult Ballet	Choice of comfortable clothing; shorts or stirrup tights optional if comfortable

PBT/ Ballet Plus Dress Standards

Students are expected to wear their standard dance uniform for all conditioning and ballet classes.

Non-Ballet Dress Standards

Standard Dance Apparel optional: leotards or a tight-fitting bodice (tank-top or t-shirt); tights and/or tight-fitting pants/shorts; ballet or jazz shoes; no bare mid-riffs; no exposed sports bras.

Non-Apparel Standards

All students with long hair should have it neatly tied back. Students in RAD Primary - Advanced 2 are required to have hair in Classical Style buns with a hair net to keep fly-aways tucked and hair flat.

Academy Leotard & Shoe Exchange

The Academy Office hosts a **Leotard and Shoe Exchange**, where students can donate or purchase RAD leotards, non-RAD leotards, ballet shoes and character shoes, and receive a credit to be used in exchange for the aforementioned items. We have shoes and leotards for almost every size, from our Tiny Tots up to our Adults, for both feminine and masculine gear.

Exchange Rates:

RAD Leotards (All)	= 3 Credits or \$15
Non-RAD Leotards (Youth)	= 1 Credit or \$5
Non-RAD Leotards (Adult)	= 2 Credits or \$10
Character Shoes	= 3 Credits or \$15
Ballet Shoes	= 2 Credits or \$10
RAD Men's Tights & Shirts	= 3 Credits or \$15

The Fall 2023 Leotard and Shoe Exchange will be hosted on **Saturday, August 12th 2023** in the Ponderosa Lobby. Please bring card or cash. Direct exchanges are welcome!

Online Resources

The following are a list of online resources that we have gathered over the years for ordering dance gear, as ordering from RAD's store isn't always a viable option. Please check out some of the stores below to compare pricing and shipping options:

Company	Website
Freed of London	www.freedusa.com
Dance Supplies	www.dancesupplies.com
Imaginations Costumes	www.imaginationscostumes.com/dance/
Discount Dance	www.discountdance.com
Danzia	www.danzia.com

NAU Parking Information

Daily Passes

You can purchase a pass at \$4/hour or \$8/day from the Riordan Road Kiosk or the ParkMobile App to park in any North Commuter lot (including the Ponderosa [P13b] and the Cline Library [P13] lots) or along Riordan Ranch Road with the Passcode and Zone Codes below.

These codes will change on Jan 1, 2024, so please keep an eye out for updates.

These passcodes are only meant for Academy students and families.

Riordan Road Kiosk

Stop by the Riordan Rd Kiosk, located across from the Cline Library Parking Lot.

Pass Name: "NAU Academy"

Passcode: 981484

ParkMobile

Download the [ParkMobile](#) app from any app store.

Zone Number: 4696 (enter into search bar)

Semester Passes

Semester Passes are purchased through NAU University Transit Services.

Please visit nau.edu/university-transit-services/ to set up an account with NAU Parking.

In order to purchase an Academy pass, you will need to call 928-523-6623.

Fall or Spring Semester Passes

Price: \$4/hour

Capped At \$120 for up to 19 hours/ week

Pass Name: Music and Dance Academy

Summer Semester Passes

Price: \$65

Set price for summer

Pass Name: Music and Dance Academy

The semester passes are sold based on your total semester hours, multiplied by 1.5, at \$4/hour.

For example: a 1 hour class that meets once a week for 16 weeks will be:

$(\$4 \times 1 \text{ hour}) \times 1.5 \times 16 \text{ weeks} = \$96.00.$

A pass is required at all times while on NAU campus, **including weekends and after 4:30pm.**

Weekends are included as part of the semester pass.

Fall Semester: 16 weeks | Spring Semester: 17 weeks

If you have any questions or concerns, please reach out at Academy@nau.edu, or at 928-523-1889.

Academy Policies

The following policies will be found during our registration process through Active Network:

Payment Policies

- 10% of a student's registration total is due **before** that student may start classes. This 10% deposit is non-refundable.
- Students are **required** to enroll in a payment plan through Active Network, unless the balance is paid in full at registration.
- All Academy students must follow the registration and payment deadlines as outlined in the current semester's calendars and per the Active Network payment schedules. Failure to meet these payment deadlines will result in the blocking of any further enrollment in classes until the balance is paid off.
- Fall Registration ends Friday, September 8th, 2023. Spring Registration ends Friday, January 26th, 2024.
- Students with a pre-existing balance will not be allowed to enroll. If a pre-existing balance does exist, the student will be given five (5) business days to pay off the balance before the registration will be canceled at a cost of \$15. In this case, the student will be required to re-register after the balance is paid.
- Registration deadlines may be extended for exceptional circumstances, but payment schedules will not be altered to fit a delayed registration. Class prices will not be prorated for late registrations.
- Parent/guardian is ultimately responsible for all tuition fees, regardless of any anticipated scholarship awards or outside assistance.
- Prices listed are for class and instruction only. Prices DO NOT include any additional costs incurred for music, apparel, shoes, etc.
- Apparel orders are due with the close of Fall registration, and will not be extended for late registrations. There will be no Spring apparel order.
- Refunds will not be granted for missed classes. Students who miss class are expected to follow our Missed Class Policies.
- Refunds will only be granted for full cancellations and withdrawals from the Academy, and will be pro-rated to the date of which contact was made with the Academy Offices, unless after the Withdrawal Deadline:
- The Fall Withdrawal Deadline is Friday, October 27th, 2023 (including full year enrollments). The Spring Withdrawal Deadline is Friday, March 22nd, 2024. No refunds will be issued after this deadline barring exceptional circumstances, and only at the approval of the Dance Coordinators and Program Coordinator. Full year students who withdraw in the Fall after the Withdrawal Deadline with only receive a refund for the Spring Semester.
- Approved refunds will be processed through the Credit Card on your Active Network Account or returned as a credit to your Active Network Account. A credit can be used for future enrollments, or converted to a refund at a future date.
- All class payments and refunds will be processed through Active Network, apart from cash or check payments dropped off at the office. Any credit card payments will be processed using the student's Active Network Account.

Registration Policies

- Ballet classes at the Primary level and through Advanced 2 may be purchased on a yearly basis only. Late enrollments must be approved through both the Dance and Program Coordinators. Please see the registration deadlines.
- Academy classes have designated age groups allowed to register for each class. Students who do not qualify for a certain class, by either age or other pre-requisites as determined by the program structure, will not be allowed to register for the class.
- Students who register after the registration deadline may need to attend an assessment meeting with a Dance Coordinator, at the Dance Coordinator's discretion.
- Classes not meeting the minimum enrollment may be canceled—this will be determined on the Thursday prior to the beginning of the class. If this should occur, all fees will be refunded.
- Academy Minor students (under age 18) must pass their RAD Exams in Grade 5, Intermediate, and Advanced 1 to move on to the next levels. Students who have not taken these exams will not qualify for the higher-level classes.
- **If a student shows signs of being unable to properly participate in class, whether due to physical or mental injury, the NAU Community Music and Dance Academy reserves the right to request a physical be performed to address any potential health concerns. If the Academy disagrees with the findings, a second opinion may be requested. Physicals will be at the cost of the student or parent/guardian.**
- Advanced 1 and 2 students who choose to have a locker for the year must abide by the locker rental agreement, as signed when receiving a key. Locker rentals will last from August until May of the registration year.
- It is against State of Arizona statutes and NAU policy for anyone not registered through NAU or the Academy to use University property or space for the purpose of lessons, classes, or instruction of any kind.

Classroom Policies

- Academy Minor students (under age 18) are expected to adhere to the **Non-Student Minor Behavioral Expectations** while participating in any Academy class or event, in addition to all posted rules in the Academy.
- Students will be given two documented warnings about behavior before a meeting with parents/guardians will be scheduled. A meeting with parents/guardians will result in a probation period, as determined by the Dance and Program Coordinators.
- Students must arrive at class on time and prepared with proper gear.
- Students and families are expected to behave in the Academy lobby. This includes no screaming, running, climbing or wrestling. Students will be given two documented warnings about their behavior in the lobby before requiring a meeting with parents. Repeat offenders may be required to have parental monitoring in the lobby, at any age.

Classroom Policies (continued)

- Family members/guardians who break Academy rules may be asked not to return.
- Advanced 1 and Advanced 2 students must attend PBT/ Ballet Conditioning as part of their core weekly classes.
- Students in Advanced Foundation or higher must complete at least 3 hours of ballet per week to perform on pointe in the performances. Please see our Missed Class Policies.

Missed Class Policies

- **Students are allotted eight (8) make-up classes for missed core ballet classes per semester.** If more than eight (8) classes are missed in a given semester in a core ballet class, a meeting will be required with the Program and Dance Coordinators to discuss the student's attendance and ability to perform in the end of semester performance.
- Students who miss more than eight (8) classes in a semester will not be refunded for the missed classes. A student must withdraw in full in order to receive a refund.
- **Students may make up a missed core ballet class by attending a class of a grade above or below your core ballet class (ex. a Grade 4 student can attend a Grade 3 or Grade 5 core class).**
- Grade 1 students are encouraged to attend the other Grade 1 class for make ups (Grade 1A students can attend a Grade 1B class, and visa versa).
- Adult Ballet, Advanced Ballet Plus, Intermediate Ballet Plus, and Modern Dance & Choreography **do not have make-up options.** Students who frequently miss these classes must discuss options with their teachers, or withdraw from the program.
- Intermediate Foundations, Intermediate, and Advanced Foundations students in **PBT Ballet Conditioning A or B are also allotted eight (8) make-ups**, which can only be made up in the alternate PBT Ballet Conditioning class.
- Students enrolled in Intermediate Foundations, Intermediate, Advanced Foundations, Advanced 1, and Advanced 2 may only attend a make-up class in a neighboring grade **if that class is in Studio A. No Studio B make-ups are allowed at the higher levels** due to limited classroom space.
- PBT Ballet Conditioning, Advanced Ballet Plus, Intermediate Ballet Plus, and Modern Dance & Choreography may not be used as make-up classes for core ballet classes.

Academy Security Policies

- All Academy students are required to sign the appropriate waivers and release forms as dictated by their age group:
- Academy students over 18 must have the NAU Liability Waiver and Image Release Form signed and on file through Active Network, in addition to these Academy Policies.
- Academy students under the age of 18 must have the following documents signed and on file through Active Network, in addition to these Academy Policies:
 1. NAU Non-Student Minor Image Release Form
 2. NAU Non-Student Minor Behavioral Expectations Form
 3. NAU Non-Student Minor Liability Waiver
- All persons on University property must abide by University fire, safety, and legal policies. This includes the NAU Student Code of Conduct, available at <https://nau.edu/university-policy-library/student-code-of-conduct/>
- **The Academy doors will remain locked throughout the day. Doors will unlock 20 minutes before classes start** (ex. 10:40am, 1:40pm, 2:25pm, 3:40pm, etc) **and will re-lock 10 minutes after classes start** (ex. 11:10am, 2:10pm, 2:55pm, 4:10pm, etc). Only registered students, their parents/guardians, and authorized NAU employees and students will be allowed to enter the building.
- If a non-authorized adult is picking up a student, an authorized adult must call ahead of time to confirm the pick-up.
- Students must remain **inside the Academy building** until a parent or guardian has arrived to pick them up. Students are not allowed to wait outside for pick-up.
- Students must be picked-up within 20 minutes of their class ending. *Failure of an authorized guardian or parent to pick a student up within 20 minutes of the end of their class may result in the student being withdrawn from the Academy.* This applies to all minor students of the Academy.
- The Academy will not be held responsible or liable if an Academy student leaves the instruction or facility without a parent/guardian.

Media Policies

- Parent/legal guardian/registered student gives consent for student to participate in radio, television, audio, and video recordings, and to be photographed, without compensation, for use in Community Music and Dance Academy website, publications, and other promotional materials. Minors will not be identified by name. Please see the Non-Student Minor Image Release Form.
- Parents and students are expected to adhere to all policies outlined by NAU Auditoria when attending events within their spaces, including Kitt Recital Hall, Ardrey Auditorium, and the Kitt Atrium. This may include limited use of recording devices during performances. Please see their website for further details.
- NAUKSOM retains all rights to images and all audio-visual recordings of Academy activities. The Flagstaff Symphony Orchestra (FSO) has use of the videos/photographs generated at the Nutcracker performances for promotional use, pending quality-control approval by the Kitt School of Music.
- Performance fees may exist to help cover the cost of media, such as the Nutcracker Performance Video. Failure to pay the performance fee may result in a student's withdrawal from the end of semester performances, regardless of attendance.

If you have any questions or concerns about our Policies, please reach out to 928-523-1889 or send us an email at Academy@nau.edu.

NAU Ponderosa Building #92
590 W Riordan Rd
Flagstaff, AZ 86001

928-523-1889 | Academy@nau.edu | nau.edu/academy
Office Hours: 9:00am - 3:30pm
Please make an appointment to stop by!



Connect with us on Instagram and Facebook!